

## **Draft Role Profile**

### **Border to Coast Pensions Partnership Joint Committee – Scheme Member Representative**

#### **Core Purpose of the Role**

The core purpose of the role is two-fold:

1. To ensure that the members of the Border to Coast Joint Committee are made aware of the views of scheme members on the issues which they are considering.
2. To ensure that information on the decisions made by and the debates carried out within the Joint Committee are fed back to scheme members through their representatives on the local pension boards of the partner funds.

#### **Term of Office and Selection**

The scheme member representative will be elected for a period of 2 years with a limit of 2 terms.

Selection will be by election from amongst the scheme member representatives on the local pension boards of the partner funds on the basis of one fund one vote exercised by the scheme member representatives on the 12 Local Pension Boards.

Each Local Pension Board will be able to nominate one candidate from amongst its scheme member representatives.

Elections will be conducted using the single transferable vote system to ensure that the representative elected has a substantial basis of support across the 12 partner funds, and to ensure that the process of election can be carried out without the continual reference back that would be required using other systems.

The second place candidate in any election will be elected as a substitute representative to serve for an identical term of two years. The substitute representative will receive all papers for meetings of the Joint Committee but will only be able to participate in meetings in the absence of the Scheme Member Representative.

#### **Eligibility**

To be eligible for this role an individual must be a member (active, deferred, or pensioner) of one of the partner funds within the Border to Coast Pensions Partnership. On ceasing to be a member of one of the partner funds, or on ceasing to be a member of one of the partner funds' local pension boards an individual will become ineligible and will cease to hold office.

## **Commitment**

In addition to any commitment to the work of the local pension board of which they are a member a scheme member representative on the Border to Coast Joint Committee will be expected to attend as a minimum meetings of the Joint Committee (4 per year) and the Border to Coast annual conference (2 days per year). The representative may choose additionally to spend time familiarising themselves with how the Border to Coast operating company runs its affairs.

The individual undertaking the role will be expected to formally feedback in writing to the local pension boards of the partner funds following each Joint Committee meeting, and to produce an annual report which can be made available to the members of all the participating funds. Any member of a local pension board has a statutory obligation to maintain an appropriate level of knowledge and understanding of the issues with which the Board is dealing. It is expected that in fulfilling this obligation any scheme member representative will have sufficient knowledge and understanding to participate in the work of the Joint Committee.

## **Conflicts of Interest**

A scheme member representative as a member of a local pension board should have completed a register of interests and be familiar with issues where a conflict of interest might arise.

As a member of the Joint Committee a scheme member representative must disclose the fact that they have a conflict of interest in relation to any item where they feel this is the case. The relevant officer will provide advice as to whether the representative may participate in debate, stay in the room and not participate or should leave the meeting for the relevant item. These rules apply equally to councillors.

## **Confidentiality**

The Joint Committee operates under the terms of the Local Government Acts and some items which it discusses are discussed in private, for example where they concern the details of commercial contracts with third parties.

The Scheme Member representative will be present for **all** the Joint Committee's discussions whether in public or in private, and will receive **all** papers and be able to contribute to **all** debates, unless precluded from doing so by a conflict of interest.

As is the case with Councillors the Scheme Member representative will be limited in what they can disclose in relation to items discussed in private when reporting back to stakeholders. Appropriate support and guidance is available from fund officers on these issues. Equally scheme member representative(s) should not engage in widespread consultation for example with members of partner funds' local pension boards, on issues due to be considered in private before meetings.

## **Expenses**

Reasonable travel expenses in association with attendance at meetings of the Joint Committee and attendance at the Border to Coast Annual conference will be reimbursed from the Joint Committee annual budget. It is considered to be appropriate to cover travel expenses as the Scheme Member representatives will be considered to be acting on behalf of the scheme members from all 12 funds.

This page is intentionally left blank